

NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495
PHONE (602) 629-4832; DSN 853-4832
WEBSITE: www.azguard.gov/hro
EXCEPTED
TECHNICIAN VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 09-235T OPENING DATE: 21-Jan-2010 CLOSING DATE: 4-Feb-2010

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

SUPERVISORY INFORMATION TECHNOLOGY SPECIALIST, GS-2210-12, TC80613000, SMSgt/E8

APPOINTMENT FACTORS: OFFICER ☐

ENLISTED ☒

SALARY RANGE:

\$67,613.00-\$87,893.00 PA

SUPERVISORY ☒ MANAGERIAL ☐

NON-SUPERVISORY/NON-MANAGERIAL ☐

LOCATION OF POSITION:

214th Reconnaissance Group, Davis-Monthan AFB, AZ

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must arrive by close of business (1530 MST) on the closing date shown above. Applications postmarked on the closing date will be considered late and will not be accepted. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for those employees who are mobilized. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

INSTRUCTIONS FOR APPLYING: Individuals applying for Excepted Technician positions may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Whatever form of application that is chosen it must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code), Social Security Number, Country of citizenship and Highest Federal civilian grade held (also include job series and dates held). Education information must include: High School Name, city and State and dates of diploma or GED, Colleges or Universities Name, city and State, Majors type and years of any degrees received, and total semester or quarter hours earned (if no degree show total credits earned and indicate whether semester or quarter hours). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include: Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary. In addition to the above described information, all applications should include AZNG Forms 335-1-R (Military Brief), and SF 181 (Ethnicity and Race Identification). Applications will be accepted without these forms. However, applications may not receive an adequate evaluation if these forms are not submitted. **Applications must contain a completed Optional Form 306 (Declaration for Federal Employment) and AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).**

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

CONDITION OF EMPLOYMENT: Prior to appointment into this position, selectee must be a current member of the Arizona Air National Guard, (214th RG) and be able to qualify for the following AFSC: 3D190

KNOWN PROMOTION POTENTIAL: SMSgt/E8

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, martial status, membership or nonmembership in an employee organization or any other non-merit factor.

AREA OF CONSIDERATION: This position is in the Federal/Excepted Civil Service and is **open to current members of the 214th RG, Arizona Air National Guard**. Individual selected will receive a Permanent Appointment subject to the completion of a one year trial period. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will be required to take a pre-employment medical screening which will be paid for by the Agency. **PCS funds are not authorized.**

NOTE: Applications must contain a completed Optional Form 306 (Declaration for Federal Employment).

NOTE: Applications must contain a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).

NOTE: This position is in support of the Predator Mission and is subject to rotating or night shift work, weekends and holidays.

NOTE: Applications must contain verification that the applicant meets AF fitness standards.

NOTE: Must possess a Secret clearance and if hired must be able to obtain a TS/SCI security clearance.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Ability to communicate effectively both orally and in writing.
 2. Skill in providing a full range of supervisory functions such as, evaluation of work performance, schedule and assign work, create, coordinate, and implement training programs, setting and adjusting priorities, and giving general direction to the overall section.
 3. Skill in assessing and ensuring regulatory and policy compliance, supportability, and planning for a wide variety of programs and operations including, but not limited to maintenance, logistics plans, supply, quality control, production control, ground radio, telecommunications, technical service, communication networks (voice and data), COMSEC and computer systems operations.
 4. Knowledge of the various local area/wide area networks (LAN/WAN), wireless systems and voice systems utilized by both Wing and tenant organizations within the Air National Guard / Air Force.
 5. Knowledge of the transmission of information in voice and data formats, information processing methodology, computer capabilities, processing techniques, and information security techniques.
 6. Ability to provide technical expertise and management oversight to handle complex telecommunication projects requiring comprehensive and detailed collaboration with customers, local and higher headquarters leadership, functional area managers, subject matter experts, support agencies, government contracting representatives, and vendors.
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7. Skill in implementing and interpreting policies, directives, and procedures.
 8. Ability to counsel employees and resolve informal and formal complaints and grievances.
 9. Ability to perform supervisory personnel management responsibilities
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SPECIALIZED EXPERIENCE: Must have 36 months experience comprehensive working knowledge of intelligence support operations, procedures, and practices. Experience must demonstrate the ability to perform supervisory duties within the scope of intelligence operations.

BRIEF JOB DESCRIPTION: This position serves as a first level supervisor over a group of Information Technology Specialists performing a variety of systems administration and customer support work for an intelligence unit. The highest level of work supervised is at the GS-11 level. The work of the organization impacts the ability of unit personnel to retrieve and send mission critical intelligence data. Plans, organizes, and directs the activities of the assigned technicians, ensuring that the advice and assistance provided complies with legal and regulatory requirements and meets customer needs. Develops goals and objectives that integrate unit and overall information technology program objectives. Researches, interprets, analyzes and applies applicable information technology guidelines, policies and objectives. Establishes policies and procedures for accomplishment of the unit's intelligence mission. Plans and schedules work in a manner that promotes a smooth flow and even distribution. Exercises supervisory personnel management responsibilities. Advises and provides counsel to employees regarding policies, procedures, and directives of management. Selects or recommends selection of candidates for vacancies, promotions, details, and reassignments in consideration of skills and qualifications, mission requirements, and EEO and diversity objectives. Develops, modifies, and/or interprets performance standards. Explains performance expectations to employees and provides regular feedback on strengths and weaknesses. Coordinates with a variety of information technology counterparts and higher-level officials in the local unit as well as the gaining command and other Federal and DoD intelligence organizations. Coordinates IT installations, upgrades and other support work with the system users and the mission commanders to ensure the various automated systems are operational and available to the intelligence specialists as needed. Performs the same nonsupervisory work as that being supervised. Serves as a technical expert and focal point for the installation, configuration and administration of hardware and software on personal computers and servers located in the unit. Installs and configures peripheral devices. Performs other duties as assigned.

SELECTING OFFICIAL: Lt Col Ross Pearson
